

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 5, 2011

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: PAYROLL PROCEDURES MANUAL – MARCH REVISION # 03 - 11

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for March 2011. The manual can be obtained by accessing the State Controller's Office public web site at: [California State Controller's Office: Payroll Procedures Manual](#).

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the March 2011 PPM are provided below.

- Section B** 016: Deduction codes, (030, 034, 037, 043, 044, 057, 058, 068, 086, 087, 201, 202, 211, 217, 218, 228, 229, 232, 233, 235, 236, 238, 239, 251, 274, 275, 284, 285, 286, 287, 288), deleted.
- 018: Charitable Contribution Organization codes, (006, 009, 020, 083), deleted.
- 019: State Agency Program Fee codes, added 010, deleted 100.
- 020: Tax Sheltered Annuity Organization codes (CSU), (085, 102), deleted.
- 023: Parking Organizational codes, 138, deleted.
- 024: Credit Union Organizational codes, (029, 042), deleted.
- 025: Code 074, Insurance/Employee Benefit Organizational codes, updated.
- 026: Code 075, Insurance/Employee Benefit Organizational codes, updated.
- 027: Code 088, Dues Association Organization codes, (062, 097), deleted.
- 028: Code 089, Dues Association Organization codes, 007, deleted.
- 029: Dental Plan Organization codes (Civil Service/Related Employees), updated.

031: Organization Codes:

Code 250 Life Insurance Plan (CSU), 105, deleted.

Code 351 Flex Elect Dental Plans (Non-CSU), updated.

Code 352 Flex Elect Health Care Reimbursement Account, updated.

Code 353 Flex Elect Dependent Care Spending Account, updated.

Code 360 *Parking, 138, deleted.

Code 362 Transit Pass, updated.

Code 378 CSU Health Reimbursement Account, updated.

Code 380 CSU Dependent Care Reimbursement Account, updated.

033: Organization Codes:

Code 475 Vision Care Plan (Non-CSU), 004, deleted.

Code 500 Fair Share Fee Organization Codes (Civil Service), 016, deleted.

Code 550 Fair Share Fee Alternate Organization Codes (Civil Service), 016, deleted.

Code 551 Fair Share Fee Alternative Organization Codes (CSU), 016, deleted.

Section D 200: Payroll/Agency Cutoff/Cycle/Transfer Date 2012, new.

201: Biweekly Pay Period/Deduction Schedule for 2012, new.

Section N 161.1: Federal Exclusion Rates, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [California State Controller's Office: Payroll Procedures Manual](#).

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

LC:AC:CSS